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TASK FORCE

DESCRIPTIVE SYSTEM FOR MAPS, PHOTOGRAPHS AND MOTION PICTURES

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25 April 1966 SG1A

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GROUP I
Excluded from automatic
downgrading and
declassification

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25 April 1966

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Numbering System for Maps, Photographs and Motion Pictures

The Current Awareness Support Task Team proposes:

1. That the existing OSI Map Library numbering system be
continued with such minor modifications as will make the numbers
compatible with the ☐ record-control numbering system.

2. That the record-control system which is attached be used
for numbering OCR Graphics Register photographs and motion pictures.

3. That the Map and Graphics Register numbers be assigned by
the Map Library and the Graphics Register respectively.

1. Unique cataloged maps in the OSI Map Library total somewhere
between 170,000 and 180,000 (the block of numbers most recently assigned
to the catalogers). The numbering system is an accessions number which
has been maintained in a straightforward sequential series. To agree in
appearance and length with the "R" number system for non-codeword documents
☐ only a prefix and a suffix need be added to the six-digit

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number. "N" for "Maps" will be the prefix; the terminal digits of the year accessioned will be the terminal digits. Both prefix and suffix can be ignored by Map Library in its file arrangement.

2. Graphics Register maintains three different numbering systems for its materials. 1,112,611 is the highest number for ground photos as of 18 April 1966, but the numbers between 500,000 and 799,999 have been reserved and are not completely used. Personality photos had reached 219,556 as of the same date; the numbers are distinguished from ground photo numbers by the prefix of "P". The film numbering system has 5 characters: the first character is a letter indicating the year ("W" is 1966); the last three characters are the sequential number within the year; the second character indicates the type, i.e., film, film strip, video tape, audio tape, or abstract of a non-CIA-held film. The three systems cannot be regularized as can the Map Library numbers by the addition of a letter prefix and date suffix. Therefore the CAS Task Team suggests that an entirely new system by begun when Graphics Register materials are incorporated into the ☐ system. The numbers will be more meaningful, more regular, and more easily controlled.

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Attachment:
  Numbering System for Graphic Register
  Motion Pictures and Photographs

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Attachment

Numbering System for Graphics Register Motion Pictures and Photographs

G1xxxxx66	Motion pictures
G11xxxx66	Film
G12xxxx66	Film strips
G13xxxx66	Audio tape
G14xxxx66	Video tape
G19xxxx66	Abstracts of films not held by GR
G2xxxxx66	Personality photos
G3xxxxx66	Ground photos
G31xxxx66	
G32xxxx66	
G33xxxx66	
G34xxxx66	
G35xxxx66	FID and RF program photos
G36xxxx66	RFE program photos
G37xxxx66	SXXP program photos

NOTE: the blank numbers could be used effectively to distinguish bloc from non-bloc personnel, to categorize the personalities by profession, etc., to separate ground photos by large geographic area, by type of installation, etc.

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MEMORANDUM FOR THE RECORD   DATE: Tuesday, 17 May 1966

current arrangements *proposal for Films & Photos*

SG1A   SUBJECT: Meeting with [____] Task Team for numbering system

PARTICIPANTS:

[   ]   SG1A

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SG1A   1. [_____] began the discussion by saying that the proposal
         outlined in [_____] was just a suggestion and was
         predicated on the fact that each item put into the [____]
         system must have a record control number (an address) for   SG1A
         the computer. To conform to the USIB-sponsored numbering
SG1A   system, and that of [____] the record number must consist
         of 10 digits in a set pattern.

SG1A   2. [_____] made the following points (presented in summary form):

         a. The Graphics control number must consist of 10 digits—
             the first a "G" and the last two indicating the year.
             This could be either accession date or information date.   *No more
             He later said there were still a few uncommitted letters   *than G
             but did not volunteer that Graphics Register could use   *because
             any but the "G."   *can't commit
                                                                               *any more—
         b. An alpha character can only be used in the first column—   *meaningless
             no where else. — *he presumed this way &*   *to us &
             Conforms to USIB type II   *small
         c. Other than the limitations and conditions specified above,   *vol. 9 that*
true   the internal arrangement and any built-in meanings for the
             remaining columns or digits is up to Graphics Register.

         d. As an alternative to the proposal in the working paper,
SG1A   [_____] structured the following system:

                   G100000066)
                   G70000066)   Ground Photos

                   G80000066   Personality Photos

                   G90000066   Film Branch

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e. Digit utilization in the second column to indicate subject as noted above:

1 - 7	Ground Photos
8	Personality Photos
9	Motion Pictures, Videotape, Film Strips, and Audio Tapes

f. This procedure permits the continued use of the current Photo Branch 7-digit numbering system by "wrapping around" a "G" prefix and a 2-digit date suffix and the substitution of an "8" for the "7" on personality photos.

g. A similar situation pertains for the Film Branch. That is, they now use a 5-digit number including a letter suffix for the year of accession. If, under the [ ] scheme, the accession date is accommodated in the last two columns, this will leave two unused columns.

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3. It was agreed that the new proposal as outlined by [ ] and [ ] appeared to be acceptable to Graphics Register. The Film Branch intends to investigate the possibilities of utilizing the unused columns for controlling additional management information elements.

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Staff Assistant, Graphics Register

Distribution:
Orig. - [ ]
1 -
1 - Photo Branch
1 - Film Branch
1 - SPA/OCR

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Next 2 Page(s) In Document Exempt

photo	EY pers	PhoTo #							YeAR	

1   1   7   2

4 Fixed Fields

1 - 1 Position - Designates Photographs
2 - 1 Position - Ground/Personality
3 - 7 Positions - Negative Number
4 - 2 Positions - Year

Present Program

USIB #   11 positions

1 —   Photo
1   1 — P
7   2 D
2   year —

---

25 Digit #

3   Agency
7   Component
15   ID #

---

1   Photo
1   Ground / Personality
3   Source
7   Identification Number
2   Year.

10 — USIB —

25 — Source

X 1.1

G

3   ager

7   Component

15 Number

3   Source

2   Year

7

To develop a system of numbers
to organize and identify photographs
that ~~which~~ would be meaningful
and compatable with existing computer
programs ~~which~~ also ~~would~~ providing
within the number source identification
information.